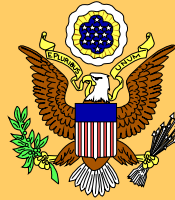


# Tri-Mission France

## Foreign National Student Intern Program

### Announcement



U.S. Missions to France, OECD, & UNESCO

**Open to:** All non-U.S. Citizen Students  
Resident in France

**Date:** January 20, 2012

**Current Internship:** Embassy Paris, Public Affairs  
Section – Cultural Affairs

**Deadline to apply:** February 15, 2012

**Purpose:** The purpose of the Tri-Mission Foreign National Student Intern Program (FNSIP) is to provide students the opportunity and challenge of working in a foreign affairs arena and at the same time profit from their assistance. Interns may earn academic credit from their educational institutions and their supervisors are expected to serve as their mentors, providing feedback as necessary to the intern and the academic institution. Supervisors who are interested in having interns must demonstrate that they have a position with duties and responsibilities which can contribute to the academic/professional growth of the student intern. Interns will not be assigned to perform clerical or other routine office duties.

**Gratuitous Service:** There are no benefits attached to the FNSIP, no compensation, leave accrual, nor any future employment rights.

#### Eligibility Requirements:

- . must be at least **18 years** of age.
- . must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- . must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- . must complete a “Convention de stage” signed by the current academic institution. The Convention de stage includes school medical insurance and coverage against work-related accidents or injury.
- . must demonstrate the potential to accomplish the type of work to be performed.
- . must meet the requirements of the advertised internship opportunity.
- . must be able to receive a security certification.
- . must be able to receive clearance through the “Embassy Occupational Doctor”.

## **CURRENT INTERNSHIP OPPORTUNITY**

**Office:** American Embassy Paris, Public Affairs Section

**Hours:** 35 hours a week, 7 hours daily Monday through Friday.

**Duration:** 8 weeks maximum (between May and end of October)

**Application deadline: February 15, 2012**

### **Justification to Hire:**

The Cultural Affairs Section of Public Affairs manages a variety of academic and professional exchange programs, events highlighting U.S. culture, and activities to promote Franco-American understanding. By working in the Cultural Affairs Section, the intern will be an active observer, gaining hands-on experience of how the U.S. Embassy conducts outreach to French audiences. As an integral member of the Section's team, the intern will assist Locally Employed Staff on the Programs Team and on the Education and Exchanges Team, as appropriate.

### **Description of Duties and Responsibilities:**

Under the direct supervision of one or more Locally Employed Staff (LES), and under the general supervision of the Cultural Affairs Officer and/or the Assistant Cultural Affairs Officer, the intern will:

- Participate in the organization of cultural and educational outreach events, from early planning up to attending the actual event, providing support to LES as needed
- Participate in the organization of visits by American experts (speaker programs, VIPs)
- Draft memos, meeting notes, report summaries and talking points in support of educational, cultural, and professional exchange projects and cultural outreach events.
- Monitor Franco-American cultural and educational news for use within the Cultural Section
- Update contact information for participants of our exchange programs
- Conduct general research (biographies, events...)
- Draft funding proposals for cultural and educational outreach activities
- Translations

### **Required Skills/Qualifications :**

	Fair	Good	Excellent	N/A
• Language requirements:				
<i>Level of English</i>	X			
<i>Speak:</i>	X			
<i>Read:</i>	X			
<i>Write:</i>		X		
• Interpreting	X			
• Drafting (in English)		X		

	Fair	Good	Excellent	N/A
• <b>Computer skills:</b>				
- Word		X		
- Excel		X		
- Internet		X		
- PowerPoint		X		
- Access	X			
- Programming availability				X
- Mechanically inclined				X
- Other systems (specify):				X

**Comments/Other skills required:**

Flexibility, good communication and interpersonal skills.

**Application Filing Procedures:**

To be considered, intern applicants are asked to submit the **three** following documents:

1. A CV
2. A covering letter mentioning “Cultural Affairs Internship”
3. Official enrollment from educational institution such as a copy of a student card.

**Submit application by the announcement’s closing deadline:**

Embassy of the USA  
Human Resources Office  
ATTN: FSNIP Coordinator  
2 Avenue Gabriel, 75382 Paris Cedex 08

or email your completed forms to [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov) prior to the announcement’s closing date.

**HR Staff Member Contact:**

Tel: 01-43-12-26-52 / 01-43-12-25-74  
Fax: 01-43-12-24-36

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.